MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Emergency Telephone Codes	
Policy Number: STP 01	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 1

PURPOSE:
To provide the staff with a universal system of notification in the event of an emergency situation.

POLICY:
In the event of an emergency, the staff aware of the situation will notify other staff of their need to respond.

PROCEDURE:
The first staff to become aware of an emergency will utilize the intercom system to notify other staff of the situation. To access the intercom, dial 711 and in a calm and clear tone, state the code and the location of the emergency. The emergency codes are as follows:

CODE MEDICAL: Use this code when in need of medical assistance to a medical emergency. All direct care staff must respond.

CODE BACKUP: Use this code when in need of help or a show of force. All available staff must respond.

CODE RED: Use this code in case of a fire. All employees should know and be able to properly activate the MCDC FIRE POLICY.

Revisions:

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